

EL SEGUNDO

The City Of
El Segundo
Is Seeking An
Experienced Public
Works Executive To
Serve As Director Of
Public Works



THE COMMUNITY

The City of El Segundo is a community of contrasts. The City's slogan is "a small town for big business" - and, within that phrase exists the combination of characteristics that makes this unique community such an attractive place to live and work. El Segundo has abundant high quality office space. Yet, the parking is free. The City has charm and atmosphere. Yet, it sits adjacent to two major freeways and a major international airport. It is a town of ample trees and significant commerce. It has one of the best school systems in Southern California, and is a town of "traditional neighborhoods". Quite simply, it is a place that embodies the best of urban Southern California life while maintaining its strongly held small town virtues.

This best of both worlds community consists of three main areas: the residential community and adjoining downtown business district, the Chevron Refinery, and the commercial/industrial area. The City is bustling with hotels, restaurants, office buildings and industrial parks. Of El Segundo's 2,724 usable acres, approximately 20 percent consists of residential, school and city government, while the remaining 80 percent is zoned for commercial and industrial use. El Segundo, Spanish for "the

second," was the name given to the area because the site was established originally as Standard Oil's second oil refinery on the West Coast. Six years after construction began on that facility, the City of El Segundo was incorporated on January 18, 1917.

Naturally, the continued expansion of nearby Los Angeles International Airport, which opened in 1930 as Mines Field, had a major role in turning El Segundo into an aerospace center. The likes of Douglas Aircraft, Hughes Aircraft, Northrop and North American Aviation (Rockwell) all located in El Segundo during the 1940s and 1950s. Most of these aircraft-related companies would eventually transition into the current aerospace/defense industry. In 1960, the creation of The Aerospace Corporation and Los Angeles Air Force Base allowed, once and for all, El Segundo to lay claim to the title of "The Aerospace Capital of the World." Today, the City has retained that focus, but the business environment is much more diverse ranging from television production to software engineering.


Today, the City encompasses over five square miles, spanning from the southern border of Los Angeles International Airport, to the Chevron Refinery on the south, and from the Pacific Ocean on the west to Aviation

Boulevard on the east. The City's population is just over 16,600 residents, which has enabled the community to preserve its small town intimacy and charm. The rest, as they say, is history.

Business needs change over time, and the City of El Segundo is proud to say that it has adapted to meet those changes. The City is known throughout the region for its pro-business attitude, and perhaps, that's why major developers such as Opus, Overton Moore, Continental Development and Kilroy Realty have built or renovated approximately 800,000 square feet of Class A office space during the past year. And, yet, it is equally important to note that its downtown serves as home to Simon's Cups and Cones Ice Cream Shop and Archie's Barber Shop. It keeps coming back to that recurring theme of "a small town for big business."

DEPARTMENT OF PUBLIC WORKS

The Director of Public Works reports directly to the City Manager and is responsible for engineering, utilities (water, sewer, and storm water) and all field operations. The Department has an operating budget of \$17 million and a staff of 50. The current CIP totals \$20 million in funded projects, including an innovative Federally funded road project that will significantly improve circulation



in the region. The Director's management team includes a City Engineer, Utilities Manager, and General Services Manager.

The Department has a long-standing reputation for creativity and innovation. For example, the City makes extensive use of recycled water with its major industrial users through a sophisticated agreement with the West Basin Water District. The District operates one of California's most advanced water reclamation plants in El Segundo.

CURRENT PRIORITIES

In preparation for the recruitment of a new Director of Public Works, the City has identified the current issues and priorities that will need to be addressed by the successful candidate.

Advisor

The Director is expected to serve as a consultant and advisor to the Mayor and City Council, City Manager, and executive staff on public works programs and issues. This role is extremely important and must be performed with competence, creativity, judgment and sensitivity by the new Director.

Capital Program

Over the past few years, the City has made a substantial investment in the City's infrastructure. The new Director will be expected to continue

these efforts, including the construction of a new community center and numerous street, sewer, and water related projects.

Utility Rates

The new Director will oversee the completion of a comprehensive rate study for the City's water and sewer utilities.

Staff Development

The Department will be losing a number of key staff members to retirement, including the City Engineer. This will require a commitment to staff development, retention, and recruitment.

Fiscal Challenge

Not unlike other cities in California, El Segundo is facing significant fiscal challenges. The new Director will be expected to review the Department's revenue and operation for cost saving and revenue enhancement opportunities.


THE IDEAL CANDIDATE

The ideal candidate is an experienced public works/ engineering executive who has exceptional leadership, communication, and interpersonal skills and possesses broad experience in all areas of public works engineering, utilities, and field operations. A Bachelor's degree in engineering or a related field is required and registration as a civil engineer in

California is expected. If registration is in another state, the successful candidate must obtain California registration within six months of appointment.

Expertise

The new Director will need to have the ability to work collaboratively within the City and with other local, state, and federal agencies in resolving community problems. This will require the ability to be dynamic, open to new ideas and to initiate change. While broad knowledge and skills covering all major areas of public works is assumed, the issues and priorities facing El Segundo demand particular, demonstrated expertise in the following areas:

- Proactive and creative problem solving with a strong commitment to the City's quality of life.
 - Strategic thinking.
 - Excellent written and oral communication skills.
 - Positive employer-employee relations.
 - Linking budget resources to departmental missions and goals, including developing performance measures to track progress towards goals.
 - Being a team player in serving as a member of the City's Executive Team and building and maintaining teamwork within the Public Works Department.
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- Resourcefully and creatively seeking financial opportunities.
- Encouraging diversity (both gender and cultural) in the workforce and in management teams.
- Comfortable with and knowledgeable about technical areas of engineering, utilities, and field operations.
- Interagency negotiation / leadership.

Personality / Management Style

- Friendly, outgoing, approachable, visible in the community.
- Politically sensitive and aware.
- Openly seeks ideas and comments from others, including employees, and is decisive once input is obtained and considered.
- Gives credit to others; praises, compliments.
- Self-confident, high self-esteem, but not arrogant.
- Motivated to make a positive difference in the lives of others.
- Energetic.
- Collaborative and creative in problem solving.
- Visible in department, City organization, and community.
- Honest, has integrity; high ethics and values that drive his or her behavior; trustworthy.
- Sense of humor.
- Treats all people with dignity and respect.

COMPENSATION

The salary for this position is \$100,308 to \$122,220 annually plus \$900/mo. "additional pay" for purchase of medical benefits (the \$900/month can also be taken as additional salary). The City also offers the following benefits:

Retirement - 2% at 55 through the PERS system coordinated with Social Security

Life Insurance - \$50,000

Deferred Compensation - An amount equal to 1% of salary will be contributed by the City to a 401(a) Plan

Executive Leave - 64 hours annually

Vacation Leave - up to 22 days annually

Sick Leave - 12 days annually

9/80 work schedule

The City pays Long Term Disability, dental and vision plans for employee and dependents.

APPLICATION AND SELECTION PROCESS

For additional information regarding this opportunity or to be considered, please submit a cover letter with current salary, resume, and three work-related references by **Friday, January 16, 2004** to:

 **SHANNON**
EXECUTIVE SEARCH

A DIVISION OF

 **CPS** *Human Resource Services*
FOR PUBLIC AGENCIES

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Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed qualified will be reported to the City. A final interview process designed and administered by the consultants will then be scheduled for selected candidates.